DOCUMENT RESUME

ED 182 458 CE 023 899

AUTHOR	Davis, Ellen Pulseh
TITLE	WBVTE Talent Pcol/Job Bank Model. Five Month Report.
INSTITUTION	Wisconsin State Board of Vocational, Technical, and Adult Education, Madison.
SPONS AGENCY	Office of Education (DHEW), Washington, D.C.
PUB DATE	Sep 77
GRANT	G007605295
NOTE	65p.: Not available in paper copy due to light and broken type: For a related document see CE 023 894
EDRS PRICE	MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	Administrative Personnel: Computer Oriented Programs: *Employment Services: *Females: Information Systems: *Job Placement: Manpower Needs: Minority Groups: Models: Recruitment: *Vocational Education
IDENTIFIERS	*Job Banks: Publicity

ABSTRACT

This report summarizes steps in the evolution and implementation of a computerized talent pool/job bank model developed primarily to assist women and minorities in the identification of and placement in leadership positions in vocational administration. Included in the report are chapters on recruiting participants for the talent pool, encouraging employers to list available jobs with the job bank, and publicizing programs throughout vocational education. Specific manual applicant and job referral processing procedures such as applications, followup phone call formats, letters, job bank and job availability information bulletins, and "status of participation" forms are included, as are computerized talent pool/job bank applicant code sheets, users guides, and job bank retrival forms. Promotional materials, such as leadership training and development workshops, and policy statements, ranging from leadership definitions to talent pool eligibility criteria are contained in the document. The concluding chapter contains a summary of the 1977 summer pilot program evaluation. (MEK)

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WBVTAE TALENT POOL/JOB BANK MODEL

FIVE MONTH REPORT
SEPTEMBER 1977

CE 023 899

PREPARED BY

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TALENT POOL/JOB BANK COORDINATOR
WOMEN'S EDUCATIONAL EQUITY ACT PROJECT

LEADERSHIP DEVELOPMENT PROJECT
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PREFACE

We wish to extend our sincere thanks to Eugene Lehrmann, Fred Hiestand and the entire Wisconsin Vocational Education System.

It is impossible to list all the many people in all the districts at all levels and in the state agency that in one way or another gave us their support and their invaluable cooperation.

A special thank you to the Project Advisory Committee, Shirley Lipsey, Chairperson, Kathryn Clarenbach, Carleton Erickson, Richard Harris, Maria Hernandez, Earl Jaeger and Lorraine Kearney.

COMPONENTS OF THE WBVTAE TALENT POOL/JOB BANK MODEL

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TALENT POOL/JOB BANK MODEL

A Talent Pool/Job Bank Model has been developed for WBVTAE as a primary service of the Women's Educational Equity Act (WEEA) Project during the months of May-September 1977. The procedural methods developed by the Talent Pool/Job Bank Coordinator, and described in this report, will serve as an operations manual which can be used by WBVTAE to continue the work of the project, by other educational systems, or by medium to large scale employers to initiate a Talent Pool/Job Bank.

The purpose of this report is to:

1. Describe the Talent Pool/Job Bank Model, and show how the concept was developed and implemented.
2. Demonstrate the capability of the Model for "capacity building," that is, potential for assimilation by the VTAE system.

The concept out of which this Model was developed is described in the following section of the project grant narrative:

(III, A,B,E,F,G,H,I) Under the supervision of the HRP, all Talent Pool - Job Bank operations will be initiated. Upon meeting all job requirements through the additional training (if any was necessary), each woman's name will be entered into the Talent Pool. She will be notified of any openings in the entire Voc-Ed system in which she has expressed an interest. If she applies for the position, she will be considered.

The Talent Pool will be interfaced by computer with a Job Bank of leadership positions at all levels opening through the Voc-Ed system. This interfacing system will not only be able to select women candidates for jobs falling vacant; but also, it will be able to inform women about positions they are qualified to pursue in the future, positions about which they may not have originally expressed interest or were even aware of.

All leadership level jobs throughout the Voc-Ed system will be listed at the Job Bank. If no women are immediately available to fill the vacancy, consideration will be given to seeking a female candidate through a talent pool service of national organizations of female educational administrators.

At present, there is no systematized method for learning about job vacancies throughout the state. This project will fill that need. Furthermore, certain recruiting procedures will be formalized. Search Committee membership will be publicized. A woman or the AA officer should be a member of the Search Committee or at least have access to deliberations. And a Personnel Officer or AA Officer should verify that all candidates received a fair consideration.

(III, C and D) The State AA Officer, HRP, and ESA will prepare promotional material on the Talent Pool and Job Bank and publish periodic public reports on the status of the Talent Pool and Job Bank, the local AA Officer has responsibility for sending each woman's credentials and job news to Talent Pool. Strict confidentiality will be maintained in all operations.

Talent Pool and Placement Services (Contingent on Local Civil Service Regulations, etc.)

A. Upon meeting all job requirements, woman's name goes into a Talent Pool. She must be notified of any openings of positions in the entire Voc-Ed system in which she has expressed interest. If she applies, she must be considered for the position. (To be considered does not mean to be hired, of course.)

B. The Talent Pool should be cross-indexed or interfaced in some manner (by computer or otherwise) with a job bank of leadership positions at all levels opening throughout the entire Voc-Ed system.

C. The existence of the Talent Pool and Job Bank must be widely advertised. The system's desire to move women into administrative positions must be widely publicized.

D. Periodic status reports on Talent Pool and Job Bank should be issued publicly.

E. All administrative jobs in Voc-Ed system must go through the Job Bank and Talent Pool process.

F. If no women are immediately available to fill a leaderhship position, Voc-Ed system should consider contacting Talent Pool services of national organizations for female educational administrators.

G. Membership of Search Committee to fill leadership position should be publicly announced.

H. A woman or the Affirmative Action Officer should be a member of the Search Committee, or at least be an observer at all deliberations.

I. Personnel Officer and Affirmative Action Officer must verify that a fair evaluation was given to all job candidates.

The Talent Pool/Job Bank, as conceived of in the "Talent Pool and Placement Services" (A. through D.) section of the grant narrative, has become fully operational. The "Summer Pilot" developmental phase of the Talent Pool/Job Bank began in May of 1977, and concluded in August of that year.

Concepts E. through I. are dealt with in the "Continuation Timetable" section of this report.

A chronological description of model development with accompanying narrative, and methods follows.

I. PUBLICITY WITHIN THE VTAE SYSTEM

The first essential step in publicizing the Talent Pool/Job Bank within VTAE was to enlist the support of the top agency administrator. This was accomplished by mailing a joint memo from the State Agency Director and Talent Pool/Job Bank Coordinator to District Newsletter Editors regarding the initiation of the Talent Pool/Job Bank.

Other steps taken to publicize the Talent Pool/Job Bank within the VTAE system were:

A. Publication of a news release in all district newsletters.

B. Publication in WBVTAE Staff Notes, which has statewide circulation.

C. A memo to all District Administrators, Department Chairpersons, Specialists, Personnel Directors and Affirmative Action Officers.

D. Publication in the project newsletter, Changing Directions.

E. Distribution of materials at the Wisconsin International Women's Year Conference in Madison.

F. Creation of a project logo used in all printed materials.

State of Wisconsin \ BOARD OF VOCATIONAL, TECHNICAL & ADULT EDUCATION

EUGENE LEHRMANN
State Director
4802 Sheboygan Avenue 7th Floor
MADISON, WISCONSIN 53702

May 6, 1977

MEMO

TO: District Administrators/Department Chairpersons/Specialists/ Personnel Directors/Affirmative Action Officers

FROM: Ellen Davis, Job Bank/Talent Pool Coordinator
Judith Kaufman, Leadership Development Project Director

RE: Job Bank/Talent Pool Registration

This memo follows a public information release sent to all districts announcing the introduction of a Job Bank/Talent Pool sponsored by WBVTAE'S Leadership Development Project, funded by the Women's Educational Equity Act.

The attached letter describes the process by which interested district staff can register to participate in the Talent Pool.

This letter has been mailed, on an individual basis, to our primary target group, all women who are listed in the 1976-77 VTAE Personnel Directory.

We would like to request your cooperation in involving a wider base of participation from other interested district staff. Please post, or distribute copies of the enclosed cover letter and registration form to members of your staff. You may wish to participate in the Talent Pool yourself.

Your cooperation is essential to the success of this project. Thank you for your support.

gw

State of Wisconsin \ BOARD OF VOCATIONAL, TECHNICAL & ADULT EDUCATION

EUGENE LEHRMANN
State Director
4802 Sheboygan Avenue 7th Floor
MADISON, WISCONSIN 53702

M E M O

TO: District Newsletter Editors

FROM: Mr. Eugene Lehrmann, Director WBVTAE, Ms. Ellen Davis, Job Bank/Talent Pool Coordinator

RE: Job Bank/Talent Pool News Release

Date: April 20, 1977

This memo is to request your cooperation in printing the attached news release in the next issue of your district newsletter.
WBVTAE is interested in identifying women and other district staff interested in participating before the end of the school year, so that a workable matching system can be developed over the summer.

Announcing the project in each district newsletter will greatly assist us in "getting the word out." Thank you for your cooperation in this important effort.

EL/ED/gw

cc: District Directors

FOR IMMEDIATE RELEASE

JOB BANK/TALENT POOL FOR WBVTAE SYSTEM INTRODUCED BY WOMEN'S EDUCATIONAL EQUITY ACT LEADERSHIP DEVELOPMENT PROJECT

A summer pilot of a Job Bank/Talent Pool is to be introduced in mid-May using a questionnaire which will be mailed to each district for distribution. Women are the primary target group for participation, however, interested minorities and other district staff are welcome.

The major function of the Job Bank/Talent Pool will be to assist women and minorities in identification of and placement in leadership positions in VTAE.

The questionnaire will ask for information such as: education, work experience, special job skills, and personal characteristics of interested applicants. This information will then be cross indexed with a job bank of leadership positions at all levels of openings throughout the entire VTAE System.

Copies of the questionnaire will be distributed to each district in mid-May. Interested participants who have not received a copy by that time may phone Ellen Davis, Job Bank/Talent Pool Coordinator at (608) 266-1433 or write to her c/o WBVTAE to request a copy.

ED/gw
4/77.

SENT TO ALL DISTRICT DIRECTORS

May 6, 1977

Mr. Orvis L. Johnson, District Director
Blackhawk Vocational, Technical and Adult
Education District
2228 Center Avenue
Janesville, Wisconsin 53545

Dear Mr. Johnson:

This letter follows a public information release sent to your district announcing the introduction of the Job Bank/Talent Pool sponsored by WBVTAE Leadership Development Project funded by the Women's Educational Equity Act.

The enclosed letter describes the process by which interested district staff can register to participate in the Talent Pool. It will be mailed, on an individual basis, to our primary target group, all women in your district listed in the 1976-77 VTAE Personnel Directory. The letter will also be mailed to district administrators, chairpersons, specialists, personnel directors and affirmative action officers. We are asking that they post or distribute copies of the Talent Pool registration form, so that other interested district staff can participate. The cooperation we receive from you and your staff will be essential to the success of this project. Thank you for your support.

Sincerely,

Ellen Rulseh Davis
Job Bank/Talent Pool Coordinator

Judith Kaufman
Leadership Development
Project Director

ERD/JK/ld

Enclosure

II. TALENT POOL PARTICIPANT RECRUITMENT

After researching forms used by national job placement services such as Catalyst, The GRAD System, and the Wisconsin Civil Service, the Talent Pool Registration Form was developed.

An informational letter accompanied the form, which was distributed to 1000 women in the system, who were identified through the WBVTAE personnel directory. This informational letter and form were also mailed to District Administrators, Department Chairpersons, Affirmative Action Officers, Personnel Officers, and Women's Resource Center Coordinators in an effort to "saturate" all possible distribution channels.

Special efforts were made by project staff to distribute the Talent Pool Registration Form in time to reach prospective participants before the end of the school year.

Minority recruitment efforts included outreach to Mexican Americans through the Women's Resource Center at Racine; to Native Americans identified through a letter campaign. Contacts were also made at MATC in Madison and Milwaukee with the objective of reaching Blacks and other minorities.

State of Wisconsin \ BOARD OF VOCATIONAL, TECHNICAL & ADULT EDUCATION
LEADERSHIP DEVELOPMENT PROJECT

EUGENE LEHRMANN
State Director
4802 Sheboygan Avenue 7th Floor
MADISON, WISCONSIN 53702

May 2, 1977

Dear VTAE Co-Worker,

With this letter, we would like to extend an invitation to you to participate in a summer pilot of the Job Bank/Talent Pool sponsored by the WBVTAE'S Leadership Development Project funded by the Women's Educational Equity Act.

A Job Bank/Talent Pool is being developed as a key service of WBVTAE'S Women's Educational Equity Act Project. THIS SERVICE IS OPEN TO ALL VTAE PERSONNEL. You are never too old to think about and plan for a new job.

The Talent Pool is for people who want to improve their skills to qualify themselves for job vacancies that may occur in the future. Some Talent Pool participants will already be qualified for the positions they're interested in applying for. Talent Pool participants qualifications are cross-referenced with currently filled and vacant leadership positions for which they may qualify. All participants are listed in the Talent Pool without charge. The project emphasizes the inclusion of leadership level jobs but all current vacancies will be included in a Job Bank. In addition, a Job Bank Bulletin will be distributed to each District on a regular basis to provide a systematized method for learning about job vacancies.

To register, fill out the attached registration form. Your listing will remain in the pool until August 31st, at which time you will be given the option of renewing your listing. A high volume level of participation by districts could lead to computerization of the system.

After you have sent in your registration form and resume, we will notify you when it has been processed.

In August you will be mailed another card, asking if you wish to keep your file active in the Talent Pool.

We encourage you to take advantage of the opportunity to participate in WBVTAE'S Job Bank/Talent Pool. Please feel free to call (608) 266-1433 if you have any questions.

Sincerely,

Ellen R. Davis (gw) Judith Kaufman

Ellen Rulseh Davis, Job Bank/Talent Pool Coordinator
Judith Kaufman, Leadership Development Project Director
ERD/JK/gw

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WBVTAE
TALENT POOL

REGISTRATION
FORM - 1

WEEAP - 1

1. - PERSONAL DATA

(1 a)LAST NAME | FIRST NAME | MIDDLE INITIAL | 2. SOCIAL SECURITY NO.

(1 b)BUSINESS PHONE | (1 c)HOME PHONE (area code)

(1 d)SUMMER ADDRESS | (1 e)CITY | (1 f)STATE | (1 g)ZIP CODE

3. - DATA FOR WOMEN'S EQUITY PROGRAM--ANSWER IF YOU SO DESIRE:

(3 a) SEX (M-F)

(3 b) ETHNIC GROUP
1) ___ Black
2) ___ Hispanic
3) ___ Asian
4) ___ American Indian
5) ___ White
See Code Below*

(3 c) BIRTH DATE

(3 d) PHYSICAL LIMITATIONS
___ NONE-LIST:
_____
_____
_____

4. - EDUCATION

(4 a) HIGH SCHOOL | YEARS COMPLETED | YEAR GRADUATED

(4 b) SPECIAL SKILLS AND QUALIFICATIONS
Served Formal Apprenticeship YES ___ NO ___
What Trade _____ How Long _____
When _____ Where _____
License or Registration as a Member of some Trade _____

(4 c) Other special experience and training before VTAE hire. Include approximate dates.

_____

_____

_____

_____

_____

*Ethnic Code

1 = Black, Not of Hispanic Origin - A person having origins in any of the Black racial groups of Africa.
2 = Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
3 = Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, India and Vietnam.
4 = American Indian or Native Alaskan - A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
5 = White, not of Hispanic Origin - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

(4 d) COLLEGE(S) YEARS COMPLETED YR. GRAD. OR NO. CREDITS DEGREE

MAJOR MINOR

(4 e) GRADUATE OR PROFESSIONAL SCHOOLS YEARS COMPLETED YR. GRAD. OR NO. OF CREDITS INCLUDE MAJOR & MINOR DEGREE

(4 f) SPECIAL EXPERIENCE AND TRAINING AFTER VTAE HIRE

DATE DESCRIPTION If training, was salary and/or expenses paid by agency and/or district?

(4 g) LIST OFFICE OR OTHER TYPES OF MACHINES WHICH YOU CAN OPERATE SKILLFULLY

5. - OCCUPATIONAL FIELD OF INTEREST

(5 a) Your present area of employment is:

Administrative ___ Clerical ___ Instructional ___ Maintenance ___

Para Professional ___ Professional ___ Technical Skilled Craft ___

Does your present job include supervisory responsibility? Yes ___ No ___

You would like to be _____

Place your desired job in one of the seven areas of employment listed above

(5 b) DESIRED WORK SCHEDULE DATE AVAILABLE FOR WORK _____

FULL TIME ___ PART TIME ___ SHARED JOB ___ OTHER _____

(5 c) SALARY RANGE

INDICATE YOUR SALARY EXPECTATION FOR A FULL TIME POSITION

$8 - 11,999 ___ $12 - 14,999 ___ $15 - 19,999 ___ $20 - 29,999 ___ $30,000 or more ___

6. - WORK EXPERIENCE

TOTAL NUMBER OF YEARS OF WORK EXPERIENCE

_____ yrs of which _____ yrs directly related to position sought

List your most recent positions paid or unpaid in which you worked AT LEAST 15 hours a week for minimum of six months

EMPLOYER (present or most recent) CITY & STATE MO/YR to MO/YR

JOB TITLE DESCRIPTION OF DUTIES I do not want my present employer contacted ___

EMPLOYER CITY & STATE MO/YR to MO/YR

JOB TITLE DESCRIPTION OF DUTIES

EMPLOYER CITY & STATE MO/YR to MO/YR

JOB TITLE DESCRIPTION OF DUTIES

HIGHLIGHTS OF PREVIOUS PAID AND UNPAID WORK EXPERIENCE

7. - ADDITIONAL INFORMATION

(7 a) Willing to travel?

YES ___ NO___ IF YES - CIRCLE ONE OF THE FOLLOWING:
10% 25% 50% 75%

(7 b) DRIVERS LICENSE? YES ___ NO ___ (7 c) CAR? YES ___ NO ___

(7 d) Willing to relocate YES ___ NO ___

(7 e) GEOGRAPHIC PREFERENCE

_____

State Board Office (Madison) ___

No Preference ___

LIST DISTRICTS

_____

_____

_____

_____

(7 f) DATE OF AVAILABILITY

_____

(7 g) CERTIFICATION--EDUCATIONAL OR OCCUPATIONAL (PLEASE LIST)

_____

_____

_____

(7 h) PATENTS, PAPERS, OR BOOKS PUBLISHED:

_____

(7 i) PROFESSIONAL MEMBERSHIPS

_____

(7 j) OTHER FIELDS OF INTEREST

_____

(7 k) OTHER ADDITIONAL INFORMATION

_____

_____

_____

8. - All of the above information is to the best of my knowledge accurate. I hereby give my permission to WBVTAE Talent Pool to list my identification number pertinent factors from my Registration Form in its Talent Pool of people seeking employment and to reproduce my personal resume for interested employers. I further understand after my listing has been retained in the system for the prescribed period of time or until I have secured a position, whichever shall come first, my application will be inactivated. I understand this form is not a job application.

_____
APPLICANT SIGNATURE

_____
DATE

ATTACH YOUR PERSONAL RESUME (two pages or less) and return to:

WBVTAE JOB BANK/TALENT POOL
c/o WBVTAE 7th Floor
4802 Sheboygan Avenue
Madison, Wisconsin 53702

State of Wisconsin \ BOARD OF VOCATIONAL, TECHNICAL & ADULT EDUCATION

EUGENE LEHRMANN
State Director
4802 Sheboygan Avenue 7th Floor
MADISON, WISCONSIN 53702

Your name has been given to us by Mr. Bruce McConnell of WBVTAE, as a person concerned about equity in education and employment for Native Americans.

We would like to ask you to assist us in identifying Native Americans who would like to take advantage of services provided by the WBVTAE Women's Educational Equity Act Project. These services include:

1) Job Bank Bulletin
2) Training Programs
3) WEEA Newsletter
4) Participation in the Talent Pool/Job Bank

Attached to this letter is a copy of the most recent issue of the Job Bank Bulletin.

Leadership training, as determined by the project, focuses on topics of the problems of women in vocational education, equity between women and men, and stereotyping of both women and men.

A copy of the project newsletter, Changing Directions, is also enclosed with this letter.

Participation in the Talent Pool/Job Bank is offered to employees of local districts and the State Board, or other individuals who are members of local VTAE boards or advisory committees. It is also available to individuals who are in some other way connected with the VTAE system in Wisconsin.

We are particularly interested in identifying Native Americans who are already working in the VTAE system as instructors or in some other capacity. We would very much appreciate it if you would forward the names of these individuals to us, so that we can provide them with information about participating in the Talent Pool.

Please fill out the form below if you wish to have more information about our project, or know of a Native American who would be interested in further information. Return envelope is enclosed.

Thank you very much for your cooperation in this effort to promote equity in education and employment for Native Americans.

Sincerely,

Ellen Rulseh Davis
Women's Educational Equity Act
Talent Pool/Job Bank Coordinator

Enclosures

Please send:

_____ Job Bank Bulletin

_____ Talent Pool Application

_____ Newsletter

Name(s) _____

Address(es) _____

_____ _____

Phone #: _____

ERD/pcs

III. JOB LISTING AVAILABILITY-JOB BANK BULLETIN

Job listings were taken from position descriptions sent to WBVTAE from the districts for posting. Districts which had not previously announced job vacancies on a statewide basis utilized the Job Bank Bulletin for this purpose. Listings were condensed into the format that follows, and were published in the Job Bank Bulletin. The Bulletin is circulated statewide to: All Talent Pool Participants; Women identified through district Personnel Directories; Affirmative Action Officers; Personnel Directors and District Administrators.

Eight issues of the Job Bank Bulletin were published between May 20 and September 9, 1977. Position descriptions made available from the districts totaled 168 during that period. The attached Job Listing Profile breaks those jobs down by category: Instructional, "Leadership", "Career Ladder", Clerical, Other. "Leadership" jobs are defined in Chapter VIII, Policy. "Career Ladder" jobs are more subjectively determined, as entry level, assistant positions which offered opportunities for on-the-job training and advancement.

Of all jobs published in the Bulletin during this period, 11% were "Leadership"; 7% "Career Ladder"; 64% Instructional; 2% Clerical; 14% Other.

In that this data represents vacancies which occurred only four months of the year, and because WEEA could not ensure that all vacancies which occurred were posted in the Bulletin, it is difficult to draw valid conclusions. However, if notice of all vacancies in the districts were made available over a one year period, it would be possible to make a more accurate assessment of job turnover and opportunity in WBVTAE.

WBVTAE JOB LISTING PROFILE

June 1, 1977 - September 9, 1977

DATE	INSTRUCTIONAL	"LEADERSHIP"	"CAREER LADDER"	CLERICAL	OTHER	TOTAL
May 20	21	3		1	2	27
June 1	25		1			26
June 20	17	4			2	23
July 8	9	5	1		2	17
July 21	16	3	4		1	24
August 4	12	1	1		4	18
August 17	3	2	5	2	10	22
September 9	5	1		2	3	11
Total	108	19	12	5	24	168

Job Bank Bulletin Format

1. Type date in space (as illustrated).

2. Type introductory information.

3. List all jobs alphabetically; type jobs in caps.

4. List all job information as follows:

   LOCATION
   SALARY
   JOB DESCRIPTION
   QUALIFICATIONS
   APPLY TO
   APPLICATION DEADLINE
   STARTING DATE

5. Exclude any information crossed out in pencil.

ED/ln

job bank bulletin

wbvtae leadership development project

women's educational equity act

4802 sheboygan avenue · 7th floor · madison, wisconsin 53702

please post

September 30, 1977

The JOB BANK BULLETIN is distributed in the first and third week of each month from the Wisconsin VTAE State Board Office to the districts. Each BULLETIN lists vacancies of district positions in all occupational areas. The listings include: job qualifications and description outlines; location; salary range; contact person; and application deadline date.

The BULLETIN serves both job seekers and district employers. In addition to providing a statewide information vehicle for district and state staff job vacancies, the BULLETIN provides job seekers with a better understanding of qualifications needed for positions to which they may aspire, and of the frequency with which vacancies occur.

The JOB BANK BULLETIN is a service of WBVTAE's Women's Education Equity Act Project, offered in conjunction with a TALENT POOL/JOB BANK. The TALENT POOL is for VTAE personnel who seek, and wish to qualify for leadership positions in the system. TALENT POOL participants' qualifications are interfaced, by computer, with a JOB BANK of currently filled and vacant leadership positions for which they may qualify. Participants are informed of qualifications needed for positions to which they aspire, of positions for which they may qualify, and of vacancies to which they can apply.

THIS SERVICE IS OPEN TO ALL VTAE PERSONNEL. Requests for TALENT POOL registration forms or inclusion in the JOB BANK BULLETIN mailing list should be directed to your district personnel officer, or to Ellen Davis, TALENT POOL/JOB BANK coordinator, c/o Wisconsin Board of Vocational, Technical and Adult Education, 4802 Sheboygan Avenue, Madison, Wisconsin 53702.

Funding for services provided by the Women's Educational Equity Act Project will be discontinued after mid-October. There has been interest expressed by WBVTAE in continuing some of the services initiated by WEEA. If you would like to see the JOB BANK BULLETIN or TALENT POOL/JOB BANK continue, please write to WEEA Project Director Judith Kaufman.

Subsequent issues of the JOB BANK BULLETIN will be published through the WBVTAE Affirmative Action Office, under the direction of Judy Sikora.

EL BOLETÍN DEL BANCO DE TALENTO Y TRABAJO es un servicio que ofrece el Proyecto de Educación Equitativa para la Mujer. Este Banco está a disposición de TODAS aquellas personas (hombres y mujeres) interesadas en avanzar a posiciones de Jefatura. Llene el formulario que se computará con trabajos disponibles. El Banco del Talento y Trabajo (BTT) le buscará la posición que Ud. aspira. Pídanos formularios e información. Escriba a Ellen Davis, Coordinadora o Teresa Olivares, Evaluadora, Consejo de Escuelas Técnicas Vocacionales y de Adultos (Wis. Board of Vocational, Technical and Adult Education), 4802 Sheboygan Avenue, Madison, Wisconsin 53702, teléfono 266-1433.

***

VACANCIES LISTED IN THIS BULLETIN

Administrative Secretary - Ashland Campus
ADMINISTRATOR-BEAVER DAM CAMPUS
ADMINISTRATOR OF FINANCIAL SERVICES - WAUKESHA COUNTY TECHNICAL INSTITUTE
Bookkeeper/Purchasing Clerk - Shell Lake Campus
Clerk Typist/Receptionist - Rice Lake Campus
Pharmacy Technical Aide Program Instructor - Cleveland Campus
Special Education Liaison For Handicapped - Fennimore Campus

ADMINISTRATIVE SECRETARY

LOCATION: Ashland Campus. SALARY: $657/month. JOB DESCRIPTION: Must be a master of typing, shorthand, record-keeping, correspondence and scheduling; must be able to take over routine duties and tasks. May need to exercise considerable initiative and judgment, make decisions within the scope of assigned authority and have the ability to compose routine correspondence. Must also have facility with words, thorough knowledge of office procedures and management principles, poise in dealing with people and ability to adapt to changing situations. QUALIFICATIONS: (1) Dictation - 90 WPM; (2) Typing - 60 WPM; (3) Machine Transcription - 35 WPM. APPLY TO: Mr. Clarence Karow, Adult Education Administrator, Wisconsin Indianhead Technical Institute, 2100 Beaser Avenue, Ashland, Wi. 54806. APPLICATION DEADLINE: October 14, 1977. STARTING DATE: November 7, 1977.

ADMINISTRATOR

LOCATION: Beaver Dam Campus. JOB DESCRIPTION: Responsibilities include the following: (1) Interpret and communicate the Moraine Park District mission, goals and objectives to the community, the faculty, the students, and the support staff; (2) Provide an environment that enhances quality occupational education that meets the needs of the student; (3) Interpret and communicate the needs of the MPTI-Beaver Dam Campus to other District personnel; (4) Administer and supervise the Block Apprentice Programs at the MPTI-Beaver Dam Campus; (5) Other responsibilities are listed. Please see position description. QUALIFICATIONS: (1) Master's Degree with appropriate major or an equivalent combination of education and occupational experience from which comparable knowledge and abilities can be acquired is necessary; (2) Three years of certifiable teaching experience is necessary; (3) Two years of related occupational experience other than with a board of education is necessary; (4) Two years of experience as an educational coordinator, supervisor, or administrator is necessary. APPLY TO: Mr. Philip Stoll, Assistant Director-Personnel Operations, Moraine Park Technical Institute, 235 North National Avenue, Fond du Lac, Wi. 54935; Phone (414) 922-8611. APPLICATION DEADLINE: October 14, 1977.

ADMINISTRATOR OF FINANCIAL SERVICES

LOCATION: Waukesha County Technical Institute, Pewaukee. SALARY: $22,260.00 to $31, 165.00. JOB DESCRIPTION: To administer the business and financial activities of the District. More specifically, these responsibilities include: (1) Administer the overall functions of financial services and data services areas within the District, including a comprehensive accounting system, management and financial plannings, and cost analysis; (2) Prepare, direct, and coordinate the annual District budget; (3) Design and administer systems for internal auditing and internal control, including an inventory control system and property accounting control system; (4) Administer the District purchasing policies and contract administration; and (5) Other responsibilities are listed. Please see position description.

QUALIFICATIONS: (1) A Bachelors degree with emphasis in accounting or an equivalent combination of education and experience, from which comparable knowledge of abilities can be acquired is necessary; (2) Two years of progressively more responsible supervisory experience is necessary; (3) Three years accounting experience is necessary; and (4) C.P.A. certification is desirable. APPLY TO: James E. Nickel, Manager-Employee Relations, Waukesha County Technical Institute, 800 Main Street, Pewaukee, Wisconsin 53702. APPLICATION DEADLINE: October 15, 1977. STARTING DATE: January 2, 1978.

BOOKKEEPER/PURCHASING CLERK

LOCATION: Wisconsin Indianhead VTAE District Office, Shell Lake, Wi. SALARY: $567/month. QUALIFICATIONS: High school graduate with high school bookkeeping and two years work experience, or one year experience and post-secondary training in accounting/bookkeeping. APPLY TO: Charles Levine, Administrative Assistant, Financial Operations, Wisconsin Indianhead VTAE District, P. O. Box B, Shell Lake, Wi 54871. APPLICATION DEADLINE: September 30, 1977. STARTING DATE: October 10, 1977.

CLERK TYPIST/RECEPTIONIST

LOCATION: Wisconsin Indianhead Technical Institute, Rice Lake, Wi. SALARY: $519/month. JOB DESCRIPTION: Transcribe dictation from machines, sometimes involving technical or specialized vocabulary; maintain files; type and assemble material for reports, memos and letters. Must have typing skills and working knowledge of general office procedures, and operate telephone switchboard system. QUALIFICATIONS: (1) Transcribing - 30 WPM; and (2) Typing - 50 WPM. APPLY TO: Gene Christiaansen, Campus Administrator, Wisconsin Indianhead Technical Institute, 1900 College Avenue, Rice Lake, Wi 54868. APPLICATION DEADLINE: October 7, 1977. STARTING DATE: October 24, 1977.

PHARMACY TECHNICAL AIDE PROGRAM INSTRUCTOR

LOCATION: Cleveland Campus - Building "C". JOB DESCRIPTION: Serve as major instructor in Pharmacy Technical Aide Program. Responsible for lab and lecture courses in specialty area of the paraprofessional subjects relating to the Pharmacy Technical Aide program. QUALIFICATIONS: Must have BS degree in Pharmacy. Licensure as pharmacist in Wisconsin a requirement. Two years of related work experience required. Hospital pharmacy work experience, particularly in the area of supervision and training of pharmacy technicians is highly desirable. APPLY TO: Personnel Specialist, Lakeshore Technical Institute, 1290 North Avenue, Cleveland, Wi 53015; Phone (414) 693-8211, Ext. 163. STARTING DATE: January 16, 1978.

SPECIAL EDUCATION LIAISON FOR HANDICAPPED

LOCATION: Southwest Wisconsin Vocational-Technical Institute, Fennimore.

JOB DESCRIPTION: The Special Education Liaison will: develop and provide supportive services for the staff and students; provide remedial or tutorial services; aid in modification of teaching methods and/or materials; serve as an advocate for the handicapped on campus; act as a liaison with local school districts, community agencies and Southwest Wisconsin Vocational-Technical Institute to provide better service to the handicapped; recruit handicapped students; provide in-service training for the Southwest Wisconsin Vocational-Technical staff; and make employer contacts to assist the handicapped in finding jobs. QUALIFICATIONS: Candidates must possess at least Bachelors degree in Special Education or a closely related field, have a minimum of three years of teaching experience, and possess a knowledge of vocational education. APPLY TO: Ronald H. Anderson, District Director, Southwest Wisconsin Vocational-Technical Institute, Bronson Boulevard, Fennimore, Wi 53809. APPLICATION DEADLINE: October 20, 1977.

IV. MANUAL APPLICANT AND JOB REFERRAL PROCESSING

A manual process for referring Talent Pool participants to jobs within WBVTAE was initiated prior to, and during the time that a computerized Talent Pool/Job Bank process was being developed. Steps in this process included:

A. Acknowledgment of receipt of application by letter to each participant.

B. Phone follow-up.

C. Inclusion of Talent Pool participant in Job Bank Bulletin mailing list.

D. Notification to participants of position descriptions for jobs in which they indicated interest. Enclosure of a "status of participation" form.

Talent Pool Application Processing

1) Mail each applicant a signed letter acknowledging their acceptance into the "pool".
2) Enclose latest issue of the Job Bank Bulletin.
3) Note date on which response letter was mailed in upper left-hand corner of application.
4) Make one xerox copy of Talent Pool Application Form.
5) Punch xerox copy on 3-hole punch.
6) Staple "Talent Pool Contact Log" to xeroxed copy.
7) Type file folder tab with social security number and insert original Talent Pool Application and resume.
8) Return all files to Ellen Davis.

ED/bmb

Format For Talent Pool Follow-up Phone Interview

1. Welcome to Talent Pool!
2. Mention of any jobs for which the applicant is qualified; possibly interested.
3. Request additional information if the form is incomplete, or needs interpretation.
4. Ask applicant if she/he is interested in any specific training.
5. Any observations or comment applicant would like to share about Talent Pool/Job Bank or WEEA.
6. Can WEEA staff provide any other assistance to applicant?
7. Inform applicant that she/he will receive bi-monthly copy of Job Bank Bulletin.
8. Conclude phone interview.

ED/hg

5/2/77

State of Wisconsin \ BOARD OF VOCATIONAL, TECHNICAL & ADULT EDUCATION

EUGENE LEHRMANN
State Director
PP/JB 102
4802 Sheboygan Avenue 7th Floor
MADISON, WISCONSIN 53702

Dear

As a participant in the WBVTAE's Women's Educational Equity Act Project-Talent Pool/Job Bank, you were informed on _____ of a vacancy for the position of _____ in _____ district.

To help us keep the status of your participation in the Talent Pool current, we would very much appreciate it if you would inform us of the action you took after having been notified of this position.

1) I did not follow-up on this position ☐
Reason:

2) I requested additional information about this position. ☐

3) I submitted my application for this position. ☐

4) I sent in my application for this position, but was not asked for an interview. ☐
Reason stated by employer:

5) I was interviewed for this position. ☐

6) I was selected for this position and accepted it. ☐

7) I was selected for this position, but did not accept it. ☐
Reason:

8) After having been interviewed, I was not selected. ☐
Reason given by employer:

Other information you would like to share regarding your application for this position:

Please return this letter in the enclosed envelope today. Thank you.

Sincerely,

Ellen Rulsch Davis

Ellen Rulsch Davis
Talent Pool/Job Bank Coordinator-WEEA

ERD/ln

Enclosure

TALENT POOL/JOB BANK RESPONSE FORM

DATE	POSITION	DISTRICT	NUMBER CHECKED (1-8)
7/8/77	Administrator--Adult & Cont. Ed.	Lakeshore	8 - Lack of experience
6/23/77	Assoc. Dir. - WAVE	Madison	5
6/23/77	Assoc. Dir. - WAVE	Madison	1 - Cut in pay/Relocation
6/23/77	Assoc. Dir - WAVE	Madison	1 - Relocation
6/23/77	Individual Learning Activities Specialist	Nicolet	1 - Not in area
6/30/77	Educational Administrator Practical Nursing	Green Bay	1 - Relocation
7/8/77	See first line		
7/8/77	Human Equality Resource Counselor	Southwest	1 - Too far away
7/8/77	Educational Administrator Practical Nursing	Green Bay	1 - Starting date too early
7/11/77	WAVE Asst. Exec. Director	Madison	8 - Selected someone else
7/13/77	Administrator -- Adult Ed.	Lakeshore	1
7/13/77	Human Resource Counselor	Fennimore	1
7/19/77	Ed. Asst./E.S.L./Business Lab	Milwaukee	1 - Didn't want to live in Milwaukee
7/20/77	Outreach Services Administrator	Madison	1 - Salary too low
7/20/77	Outreach Services Administrator	Madison	1
7/20/77	Outreach Services Administrator	Madison	2
7/27/77	Chairperson -- Health Occup.	Madison	1 - Signed contract for '77-'78

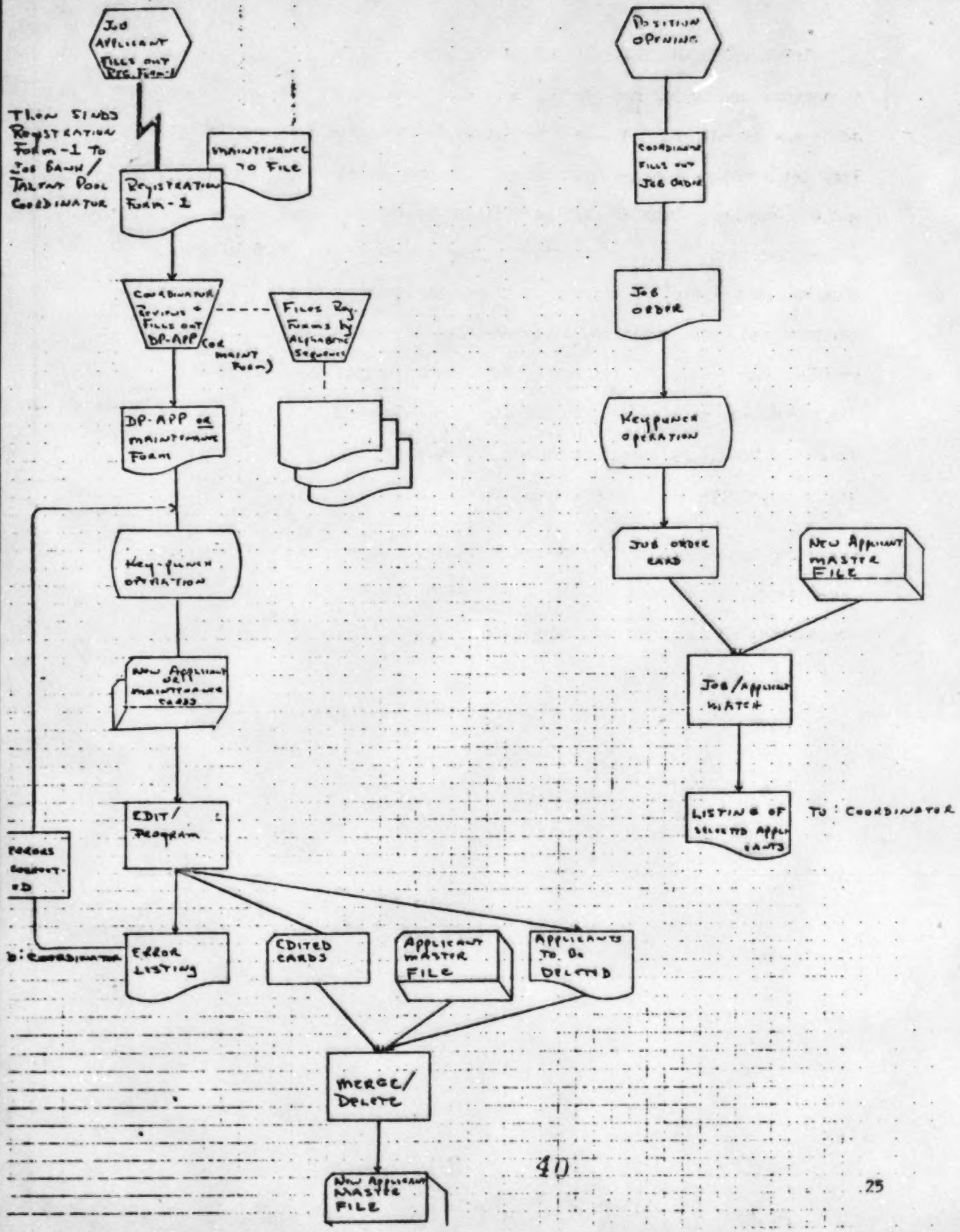
TALENT POOL/JOB BANK RESPONSE FORM

DATE	POSITION	DISTRICT	NUMBER CHECKED (1-8)
7/27/77	Outreach Services Administrator	Madison	1 - Another job pending
7/27/77	Outreach Services Administrator	Madison	1 - Not interested
7/27/77	Outreach Services Administrator	Madison	1 - Too much travel required
7/27/77	Outreach Services Administrator	Madison	1 - Not interested
7/27/77	Chairperson--Health Occup.	Madison	1 - Starting date too early
7/27/77	Outreach Services Administrator	Madison	2
7/27/77	WCTI Recruiter	WCTI	1 - Pay and benefits too low
7/27/77	Instructional Aide MATC	Milwaukee	1 - Not qualified for position
7/27/77	Outreach Services Administrator	Madison	3
7/27/77	Chairperson--Health Occup.	Madison	1 - Salary too low
7/27/77	Recruiter	WCTI	1 - Wanted full time work
7/27/77	Outreach Services Administrator	Madison	1 - Don't want to relocate/Pay too low
8/24/77	Block Apprentice Instructor	MPTI	1 - Do not meet qualifications
8/24/77	Admin. Counselor--CETA Coord.	Southwest	1 - Lacked qualifications
8/24/77	Admin. Counselor--CETA Coord.	Southwest	1 - Took another position

V. COMPUTERIZED APPLICANT/JOB INTERFACE SYSTEM

A computerized system for storing data about the Talent Pool participants was developed. Through this system, information from the Talent Pool Registration Form is transferred to a code sheet which is read and key punched. Data on each participant is recorded on a data processing card. This information is then available on printouts which show the entire pool in terms of various descriptors, such as, education, occupational area, preferred district location, etc. The Talent Pool printout can be quickly scanned to identify potential job applicants. The capability to scan by computer can be developed when a larger volume of pool participants exists. A flow chart and related forms which illustrate the system are attached.

Under the supervision of Franz Backus, WBVTAE's Management Information Supervisor, Ken Ruhland and John Cook were instrumental in the development of the computerized system.


Job Applicant Fills out Reg. Form-1
Then sends Registration Form-1 to Job Bank / Talent Pool Coordinator
Maintenance to File
Registration Form - 1
Coordinator Reviews + Fills out DP-APP (for maint Room)
Files Reg. Forms by Alphabetic Sequence
DP-APP or maintenance Form
Key-punch operation
New Applicant Job maintenance cards
EDIT / Program
Records Rejected
To: Coordinator
Error Listing
Edited Cards
Applicant master FILE
Applicants To Be Deleted
MERGE / Delete
New Applicant MASTER FILE
Position Opening
Coordinator Fills out Job Order
Job Order
Keypunch operation
Job order cards
New Applicant MASTER FILE
Job / Applicant Match
Listing of selected Applicants
To: Coordinator

TALENT POOL/JOB BANK APPLICANT CODE SHEET

Col #1	Not used	Leave Blank
Col #2-21	Name _	
Col #22-30	Social Security Number _ _ _ - _ _ - _ _ _ _	
Col #31	Sex Code, M = Male, F = Female	_
Col #32	Ethnic Group 1 = Black, not of Hispanic Origin, 2 = Hispanic, 3 = Asian or Pacific Islander, 4 = American Indian or Native Alaskan, 5 = White, not of Hispanic Origin	_
Col #33	Education 1 = High School, 2 = Apprenticeship, 3 = Associate Degree, 4 = Some College, 5 = Baccalaureate, 6 = Masters, 7 = Doctorate	_
Col #34	Present Area of Employment 1 = Administrative, 2 = Clerical, 3 = Instructional, 4 = Maintenance, 5 = Para Professional, 6 = Professional, 7 = Technical Skilled Craft	_
Col #35	Supervisory Experience (Y = Yes, N = No)	_
Col #36	Supervisory Area Desired 1 = Administrative, 2 = Clerical, 3 = Instructional, 4 = Maintenance, 5 = Para Professional, 6 = Professional, 7 = Technical Skilled Craft, 8 = Other	_
Col #37	Work Schedule Desired F = Full Time, P = Part Time, S = Shared Job, O = Other	_
Col #38-39	Total Years Work Experience	_ _
Col #40-51	Occupational Fields (See list of occupational field codes) _ _ _ _ _ _ _ _ _ _ _ _	
Col #52-65	Numbers of Years in Area of Employment	
	52-53 Administrative	_ _
	54-55 Clerical	_ _
	56-57 Instructional	_ _
	58-59 Maintenance	_ _
	60-61 Para Professional	_ _
	62-63 Professional	_ _
	64-65 Technical Skilled Craft	_ _
Col #66	Willing to Relocate (Y = Yes, N = No)	_
Col #67-76	Geographic Preference (See list of District Codes) _ _ _ _ _ _ _ _ _ _	
Col #77-79	Data Coded (MM, Y)	_ _ , _

Location Code	Location Name
00	State Board Office (Madison)
01	Area Vocational, Technical and Adult Education District 1
02	Western Wisconsin Vocational, Technical and Adult Education District
03	Southwest Wisconsin Vocational, Technical and Adult Education District
04	Area Vocational, Technical and Adult Education District 4
05	Blackhawk Vocational, Technical and Adult Education District
06	Gateway Vocational, Technical and Adult Education District
08	Waukesha County Area Vocational, Technical and Adult Education District
09	Milwaukee Area Vocational, Technical and Adult Education District
10	Moraine Park Vocational, Technical and Adult Education District
11	Lakeshore Vocational, Technical and Adult Education District
12	Fox Valley Vocational, Technical and Adult Education District
13	Northeast Wisconsin Vocational, Technical and Adult Education District
14	Mid-State Vocational, Technical and Adult Education District
15	North Central Vocational, Technical and Adult Education District
16	Nicolet Vocational, Technical and Adult Education District
17	Wisconsin Indianhead Vocational, Technical and Adult Education District
20	Vocational Studies Center
21	UW - Stout
22	District Advisory Committee
99	No Preference

ED/amh
8/5/77

TALENT POOL/JOB BANK
APPLICANT CODE SHEET
USER'S GUIDE

1. Col. 1 — Not Used. Leave Blank.

2. Col. 2-21 — Name - Must be coded. (20 Alpha characters)
Last name, first name

3. Col. 22-30 — Social Security Number - Must be coded.
(9 digits - must be numeric)

4. Col. 31 — Sex Code. M = Male, F = Female

5. Col. 32 — Ethnic Code.

1 = Black, Not of Hispanic Origin - A person having origins in any of the Black racial groups of Africa.

2 = Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

3 = Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, India and Vietnam.

4 = American Indian or Native Alaskan - A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

5 = White, not of Hispanic Origin - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

10. Col. 37 Work Schedule Desired - 1 alpha character

F = Full Time

P = Part Time

S = Shared Job

O = Other

11. Col. 38-39 Total years work experience - 2 digits, ØØ through 99

12. Col. 40-51 Occupational Fields - Field 1 must be coded. The rest are optional (4 fields, 3 numeric digits in each field).

Field 1 3 digits

Field 2 3 digits

Field 3 3 digits

Field 4 3 digits

Up to 4 fields can be entered. (See listing of occupational codes)

13. Col. 52-65 Number of years in area of employment

52-53 Administrative	2 digits ØØ-99
54-55 Clerical	2 digits ØØ-99
56-57 Instructional	2 digits ØØ-99
58-59 Maintenance	2 digits ØØ-99
60-61 Para Professional	2 digits ØØ-99
62-63 Professional	2 digits ØØ-99
64-65 Technical Skilled Craft	2 digits ØØ-99

14. Col. 67-76 Willing to relocate - 1 alpha character

Y = Yes

N = No

15. Col. 67-76 Geographic Preference. Home district must be coded. The rest are optional.

(5 preferences, 2 digits EACH, ØØ through 17 and 99)

67-68	Home District	2 digits
69-70	Pref 1	2 digits
71-72	Pref 2	2 digits
73-74	Pref 3	2 digits
75-76	Pref 4	2 digits

(See listing of district codes)

16. Col 77-79 Date Coded. Must be entered.

(3 digits, numeric)

77-78 Month coded 2 digits Ø1-12

79 Year coded 1 digit Ø-9

i.e., June 1977 would be represented Ø67

(06) (7)

17. Col. 80 Not Used. Leave Blank.

JOB BANK RETRIEVAL FORM

This form is designed to assist the Job Bank Coordinator in selecting individuals via various criteria. These options permit selection depending on the job description specifications, and/or limits the scope of the selection to a specific or broad band.

After a job description has been reviewed:

A) Select the appropriate options (assume the first part of each question is 'Do I WANT').

B) Answer the questions pertinent to that option with a yes.

C) Submit this request to data processing.

OPTION 1 Education

A) Apprenticeship _____

B) Must have High School _____

C) Must have some College _____

D) Must have some Degree _____

OPTION 2 Supervisory

A) Someone who has had supervisory experience _____

B) If above is yes, do I want experience in specific area _____

C) If item B is yes - what area(s)

1. Administrative 2. Clerical 3. Instructional 4. Maintenance
5. Para Professional 6. Professional 7. Technical

D) People who desire supervisory positions _____

- If yes, do I want people who desire supervisory positions in a specific area _____

- If yes, what specific areas

1. Administrative 2. Clerical 3. Instructional 4. Maintenance
5. Para Professional 6. Professional 7. Technical 8. Other

OPTION 3 Experience (Training)

A) Want years of working experience _____

If yes, how many _____

B) Want experience (Training) in a general or specific area _____

If yes, do I want general _____

or specific areas _____

If general, which area(s)

0. Agriculture 1. Business 2. Art 3. Home Economics
4. Industial 5. Service/Health 6. Technical 7. TV
8. General Education

If specific, which areas (code up to five 3-digit areas)

____ ____ ____ ____ ____

C) Need years of experience in an area of employment _____

If yes, how many years and in what area(s)

1. Administrative _____ 2. Clerical _____

3. Instructional _____ 4. Maintenance _____

5. Para Professional _____ 6. Professional _____

7. Technical _____

OPTION 4 Work Schedule

A) Need a full-time person _____

or will any do _____

OPTION 5 Location

A) Select anyone _____

or just people in this district _____

or people who selected this district _____

as their preference or who are from this district

or who were willing to relocate

VI. TRAINING COMPONENT

A. The attached training unit was developed for a Clerical Team Building Workshop conducted by the Human Relations Consultant. This unit describes the Talent Pool/Job Bank, and can be adapted for inclusion in other WEEA training.

B. Also attached is a proposal outline and agenda for a Talent Pool Participant Workshop.

WEEA TRAINING
PRESENTATION FOR JOB BANK BULLETIN AND TALENT POOL/JOB BANK

Two key services of the WEEA project are the Job Bank Bulletin and Talent Pool/Job Bank. The purpose of these services is to inform women, and other interested VTAE personnel of leadership positions in the system, and to encourage them to apply for these positions.

JOB BANK BULLETIN

I. HOW MANY OF YOU ARE FAMILIAR WITH THE JOB BANK BULLETIN?

Extra copies of the latest issue are available.

WHAT IS THE PURPOSE OF THE JOB BANK BULLETIN?

The JOB BANK BULLETIN is distributed in the first and third week of each month from the Wisconsin VTAE State Board Office to the districts. Each BULLETIN lists vacancies of district positions in all occupational areas. The listings include: job qualifications and description outlines; location; salary range; contact person; and application deadline date.

WHO DOES THE JOB BANK BULLETIN SERVE?

The BULLETIN serves both job seekers and district employers. In addition to providing a statewide information vehicle for district and state staff job vacancies, the BULLETIN provides job seekers with a better understanding of qualifications needed for positions to which they may aspire, and of the frequency with which vacancies occur.

In the future, we hope to list an increased number of para-professional, and supervisory clerical jobs.

TALENT POOL/JOB BANK

II. HOW MANY OF YOU HAVE RECEIVED INFORMATION ABOUT THE TALENT POOL/JOB BANK?

WHO IS THE TALENT POOL FOR?

The TALENT POOL is for VTAE personnel who seek, and wish to qualify for leadership positions in the system. TALENT POOL participants' qualifications are interfaced, by computer, with a JOB BANK of currently filled and vacant leadership positions for which they may qualify. Participants are informed of qualifications needed for positions to which they aspire, of positions for which they may qualify, and of vacancies to which they can apply.

THIS SERVICE IS OPEN TO ALL VTAE PERSONNEL. Requests for TALENT POOL registration forms, or inclusion in the JOB BANK BULLETIN mailing list should be directed to your district personnel officer, or to Ellen Davis, TALENT POOL/JOB BANK Coordinator, c/o Wisconsin Board of Vocational, Technical and Adult Education, 4802 Sheboygan Avenue, Madison, Wisconsin 53702.

WHAT DO WE MEAN BY "LEADERSHIP" POSITIONS?

"Leadership" Positions in WBVTAE

The Women's Educational Equity Act Project defines "leadership" positions as follows:

A. District-wide administrators - including the district director, the assistant or deputy district director, administrators of instructional services, administrative services, research and planning and student services.

B. Supervisors/Coordinators - including supervisors and coordinators of educational divisions and programs such as heads of area, campus, center and regional operations; chairpersons of instructional departments who have no teaching responsibilities; deans and associate deans; and those staff members supervising/coordinating field services which include adult and continuing education or community services.

C. Specialists - educational specialists such as audio-visual, curriculum or education, counselors, instructional media, librarians, etc., who have no administration/supervision/coordination or classroom teaching responsibilities.

D. Supervisors - Clerical.

E. Supervisors - Custodial.

WHO IS ELIGIBLE TO PARTICIPATE IN THE TALENT POOL?

Policy Statement Related to Talent Pool/Job Bank for the Women's Educational Equity Act Project; Eligibility Criteria for Talent Pool

A policy on which to base eligibility for participation in the Women's Educational Equity Act Talent Pool has been developed. The following individuals may participate:

1) Any district staff personnel.
2) All WBVTAE state staff.
3) Persons on district or state advisory committees.
4) Staff of the UW Center for Vocational Studies.
5) Graduates of UW-Stout.

This policy was determined, based on: reference to the WEEA Project grant itself; consultation with the Federal project consultant; and staff discussion.

Inclusion of staff from the UW Center and UW-Stout was based on the fact that WBVTAE expends more than $50,000 annually on each of these educational centers.

The goal of the WEEA project is to have women advance into leadership positions in the VTAE system. The accomplishment of this goal is dependent on district cooperation of administrative personnel, affirmative action, and women's resource staff.

But most of all, it is dependent on you, on your initiative. Participation in the Talent Pool will do two important things:

1) Offer you an opportunity to learn about jobs in VTAE;
2) Show that there are qualified women in VTAE who <u>are</u> interested in advancement.

I would like to encourage you to take advantage of this service, complete a Talent Pool application form, and give it to me today.

ERD/pcs

PROGRAM DESIGN

LEADERSHIP TRAINING WORKSHOP

TALENT POOL PARTICIPANTS -

WOMEN'S EDUCATIONAL EQUITY ACT PROJECT

SUBMITTED BY ELLEN RULSEH DAVIS, TALENT POOL/JOB BANK COORDINATOR

I. A Leadership Training Workshop for Talent Pool Participants is needed to: a) provide Talent Pool Participants with a substantive benefit for their participation and b) fulfill a major objective of the WEEA project--To identify individualized training needs of women for leadership positions in the Vocational Education system.

II. A major purpose/objective of the workshop would be to a) identify current barriers to advancement into leadership positions, as seen by Talent Pool participants and b) to provide Talent Pool Participants with skills and information to overcome these barriers. The results of this effort could be measured in a pre and post-test.

III. The methodology and procedures which would be used to accomplish those objectives are outlined below.

A. Invitations to participate mailed to all Talent Pool Participants with a request that they identify one other person from their district to attend.

1. Questionnaire enclosed.
2. Mailed by September 9.

B. Workshop format finalized, based on response, by September 19th.

1. The morning segment would focus on skill identification/job search techniques: the resume; the interview - using Richard N. Bolles materials, What Color Is Your Parachute?

2. The afternoon segment would focus on "How I Got Where I Am In VTAE." This would be a panel discussion of women already in leadership positions in VTAE.

C. Workshop implementation - First or second week in October.

IV. Key personnel involved in this workshop program formulation would be: Ellen Davis, Talent Pool Coordinator; Wendy Withers, Talent Pool Participant and Women's Bureau Staff--Gateway; Sandra Carman, Talent Pool Participant and Circuit Program Staff--Wisconsin Schools of VTAE.

The workshop will be offered in two locations--Milwaukee and Wisconsin Rapids--to maximize opportunity for participation for Talent Pool Participants from throughout the state. It would also involve the cooperation of two key project advisory committee members: Earl Jaeger and Carlton Erickson.

V. Anticipated results and benefits of the workshop will be:

A. Acquisition of skills and information by Talent Pool Participants.

B. Increased visibility of women leaders in the system.

VI. Evaluation of the workshop would be made by participants to determine if objectives had been met.

VII. With the exception of a workbook, the implementation of this workshop would be contingent upon a no-cost budget. Host districts would be asked to provide a facility, noon meal and coffee. Participants would attend at the cost of their district for release time and travel.
Workbook cost: 1.25 x 80 participants = $100.00.

VIII. Appendices. Attached to this workshop design is a copy of a workbook which would be used by participants.

VII. PROMOTIONAL MATERIALS

The Talent Pool/Job Bank Coordinator initiated and oversaw the production of the attached materials. These materials were developed for the project as a whole.

A. Job Bank Bulletin Letterhead

B. Project Brochure

VIII. POLICY

Two important policy considerations were raised during the developmental phase of the Talent Pool/Job Bank. They related to:

A. The definition of "leadership" position as described in the project narrative.

B. Eligibility criteria for Talent Pool participation.

The outcome of discussion on these two issues is described in the attached pages.

"Leadership" Positions in WBVTAE

The Women's Educational Equity Act Project defines "leadership" positions as listed below. These definitions are based on Uniform District Cost Allocation Procedures For Program Planning--Division of Administration and Planning, WBVTAE, April 1976.

A. District-wide administrators - including the district director, the assistant or deputy district director, administrators of instructional services, administrative services, research and planning and student services.

B. Supervisors/Coordinators - including supervisors and coordinators of educational divisions and programs such as heads of area, campus, center and regional operations; chairpersons of instructional departments who have no teaching responsibilities; deans and associate deans; and those staff members supervising/coordinating field services which include adult and continuing education or community services.

C. Specialists - educational specialists such as audio-visual, curriculum or education, counselors, instructional media, librarians, etc., who have no administration/supervision/coordination or classroom teaching responsibilities.

D. Supervisors - Clerical.

E. Supervisors - Custodial.

Policy Statement Related to Talent Pool/Job Bank for the Women's Educational Equity Act Project; Eligibility Criteria for Talent Pool

A policy on which to base eligibility for participation in the Women's Educational Equity Act Talent Pool has been developed. The following individuals may participate:

1) Any district staff personnel.
2) All WBVTAE state staff.
3) Persons on district or state advisory committees.
4) Staff of the UW Center for Vocational Studies.
5) Graduates of UW-Stout.

This policy was determined, based on: reference to the WEEA Project grant itself; consultation with the Federal project consultant; and staff discussion.

Inclusion of staff from the UW Center and UW-Stout was based on the fact that WBVTAE expends more than $50,000 annually on each of these educational centers.

ERD/ksr
7/19/77

IX. TALENT POOL PARTICIPANT CONTACTS

Of forty participants registered in the WEEA Talent Pool, twenty-one registered between May 11 through 31. During the Summer Pilot phase of model implementation, a minimum of three contacts were made to each participant during the five month Pilot. Some participants received additional contact depending upon the number of position descriptions they were mailed. All participants received bi-weekly copies of the Job Bank Bulletin.

Attached are copies of mailings received by Talent Pool participants, in addition to an introductory letter of acknowledgment into the Talent Pool.

State of Wisconsin \ BOARD OF VOCATIONAL, TECHNICAL & ADULT EDUCATION

EUGENE LEHRMANN
State Director
4802 Sheboygan Avenue 7th Floor
MADISON, WISCONSIN 53702

Dear

We have received your registration form for WBVTAE's Talent Pool. Your job history, training and experience will be coded, and interfaced with coded job descriptions within the Job Bank.

We are currently in the process of coding all state staff position descriptions into the Job Bank, and will process district leadership positions throughout the summer.

As a participant in WBVTAE's Talent Pool, you will automatically receive a bi-monthly copy of the Job Bank Bulletin. We will also see that you are informed of Women's Educational Equity Act--Leadership Development Project workshops in your district.

You will be informed of any positions for which you qualify, or in which you have indicated interest. I will be in touch with you over the phone within the next week, to discuss your application, and ask if we can help you in any other way.

Sincerely,

Ellen Rulseh Davis

Ellen Rulseh Davis
Job Bank/Talent Pool Coordinator
Women's Educational Equity Act--
Leadership Development Project - WBVTAE

ERD/ksr

State of Wisconsin \ BOARD OF VOCATIONAL, TECHNICAL & ADULT EDUCATION

EUGENE LEHRMANN
State Director
4802 Sheboygan Avenue 7th Floor
MADISON, WISCONSIN 53702

MEMORANDUM

TO: Talent Pool Participants

FROM: Ellen Davis, Talent Pool/Job Bank Coordinator

RE: Status of Talent Pool/Job Bank/Job Bank Bulletin

DATE: September 9, 1977

The purpose of this memo is to:

1. Up-date you on the "summer pilot" phase of the Talent Pool/ Job Bank.
2. Inform you of the status of the Women's Educational Equity Act Project.
3. Provide you with an opportunity to register for a Leadership Development Workshop planned for all Talent Pool participants.
4. Ask you to respond to a questionnaire about your participation in the Talent Pool.

1. "Summer Pilot" update:

A profile of the VTAE talent pool is described in the enclosed computer printout. Descriptor columns are explained on the enclosed code sheet. This information can be made available to district employers at your request. If you wish to have this information made available to district employers, please indicate on the enclosed form.

2. We are disappointed to inform you that the WEEA project will not be funded for a second year of operation. We expect to continue through mid-October. It is our hope that some of the services initiated by our project, such as the Talent Pool/Job Bank and Job Bank Bulletin will be continued by VTAE. If you feel these services have been useful to you, and you would like to see them continue, please direct your recommendations to Judith Kaufman, WEEA Project Director.

3. An outline of the Talent Pool Training Workshop and registration form are enclosed. We feel the workshop will be worthwhile, and your participation would demonstrate the interest of women and others in VTAE in advancing into leadership positions.

4. The questionnaire (yellow) is also enclosed.

ED/dla

Enclosures

LEADERSHIP DEVELOPMENT WORKSHOP
TALENT POOL PARTICIPANTS

A one day workshop in two locations on the topic of Leadership Development will be offered for Talent Pool participants. The workshop is sponsored by the Women's Educational Equity Act Project, and will be offered in late October. A tentative agenda for the workshop is outlined below. Please fill out the pre-registration form, if you are interested in attending. Also use this form to indicate whether or not you wish to have your Talent Pool Profile, identified by number, released to district employers.

LEADERSHIP DEVELOPMENT WORKSHOP

TENTATIVE AGENDA

8:30 - 10:00	I.	Changing Directions A. Career Options in VTAE B. Skill Inventory Techniques
10:00 - 10:30	II.	Coffee Break
10:30 - 12:00	III.	How to Get From Here to There A. Developing a "Game Plan" for Success 1) Identifying the Players 2) Learning the Rules 3) Getting in the Game B. The Resume C. The Interview
12:00 - 1:00	IV.	Lunch
1:00 - 2:30	V.	Tapping Available Resources A. Utilizing Personnel Policies B. Utilizing Affirmative Action C. Building Internal and External Support 1) Panel Discussion of Women in VTAE Leadership Roles
2:30	VI.	Coffee Break
3:00	VII.	Participant Discussion and Conclusion

NAME _____

DISTRICT _____

_____ I am interested in attending the one day Leadership Development Workshop.

TALENT POOL PROFILE (Check One)

You may release my Talent Pool Profile, identified by number, to district employers. [ ] Do not release this information. [ ]

Name _____

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ERD/pcs

X. EVALUATION-SUMMER PILOT

The development of both the Talent Pool/Job Bank, and Job Bank Bulletin have been favorably received by the districts. The Talent Pool/Job Bank Coordinator received numerous requests for subscriptions to the Job Bank Bulletin. Ninety-six percent of the respondents to the Talent Pool/Job Bank Questionnaire said they would like to continue to receive copies of the Job Bank Bulletin. Seventy-six percent said they would like to continue to participate in the Talent Pool. These responses are summarized on the following page.

Several written comments, which reflect verbal conversations with other Talent Pool Participants, are as follows:

"I feel that districts that list jobs with the Job Bank Bulletin should be required to keep the job open for a reasonable time after publication--and to interview all qualified applicants. I applied for the Coordinator's position at _____District but found out a few weeks later that the job had already been filled (by a man). My application was not acknowledged, nor was I interviewed for the position."

"Too many jobs in our district are 'filled' before they are listed. Women here are generally in traditional areas--men appear to have all the positions of real authority. The large numbers of women hired recently are largely in federally funded, 1 year projects with reduced fringe benefits. That is why such a large number of women from this district are looking to the Job Bank as a resource to stay in VTAE and still be upgraded."

"Jobs in other districts are posted in the staff lounge but the coverage is very spotty--the Job Bulletin offered an excellent supply of information."

It is clear that the Talent Pool/Job Bank and Job Bank Bulletin have been instrumental in achieving the goal of the Women's Educational Equity Act Project--advancing women, minorities and others into leadership positions within WBVTAE. A climate of increased awareness has been created among district administrators, personnel officers, affirmative action officers, women's resource center directors, and staff. Continued progress towards the goal set by WBVTAE through this project is now dependent upon the support, interaction and cooperation of these individuals in each district.

job bank bulletin

wbvtae leadership development project

women's educational equity act

4802 sheboygan avenue · 7th floor · madison, wisconsin 53702

please post

Talent Pool Participant Questionnaire
Summer Pilot 1977

1. What motivated you to participate in the WEEA Talent Pool?

   28% Advancement into leadership position

   41% Seeking advancement

   13% Relocation to another district

   15% New occupational area desired

   03% Certification

2. From your experience, have barriers to the advancement of women and minorities in VTAE been created by

   23% Lack of information about jobs

   37% Lack of encouragement to apply for leadership positions

   21% Institutional barriers

   19% Other _____

3. a) Are you receiving copies of the Job Bank Bulletin?

      Yes 75% No 04% Sometimes, not regularly 21%

   b) Is this a useful resource?

      Yes 96% No 04%

   c) Would you like to continue to receive copies of the Talent Pool/ Job Bank Bulletin?

      Yes 96% No 04%

4. If the Talent Pool/Job Bank were to continue as a service of VTAE, would you like to continue to participate?

   Yes 76% No 04% I would like to have the option 16%

We would very much appreciate any other observations or information you would like to share with us regarding the Talent Pool/Job Bank or the distribution of the Job Bank Bulletin.

ED/dla